

COLLECTION DEVELOPMENT POLICY

I. Introduction

A. The mission of the Tualatin Public Library:

The Tualatin Public Library provides recreational reading and information about popular cultural and social trends; general information and answers to questions; supplementary curriculum support for K-12 students; support for personal growth and development through lifelong learning; and training and instruction in finding, evaluating, and using information effectively.

Although the tax base is the city of Tualatin, the library serves all of Washington County without fees through a reciprocal services agreement with Washington County Library Cooperative Service.. Tualatin Public Library also shares resources with other Oregon libraries participating in a local reciprocal borrowing agreement (MIX), and with libraries state and nationwide through Interlibrary Loan.

B. The Library Advisory Committee has adopted the following goals for Collection Development:

- To provide full and impartial access to library services and materials for all persons regardless of need, age, sex, ethnic origin, or religion
- To assemble, preserve, and administer a varied collection of books and other related materials
- To identify and respond to community needs for library materials and services
- To encourage lifelong learning by promoting the use of all available library resources
- To ensure continued cooperation with other libraries
- To support the "Library Bill of Rights" and "Freedom to Read" statements

C. Selection of library materials is vested in the Manager of the Tualatin Public Library who may authorize qualified staff to assist.

The library's collection development policy provides guidelines and direction to the Library Manager and staff as they select materials. The Manager has full authority to use her or his judgment in interpreting this Collection Development Policy.

D. Basic to the Tualatin Public Library's collection development policy is the citizen's right to Intellectual Freedom, and free and equal access to information and library materials without restriction.

The Library Advisory Committee has adopted the ALA "Library Bill of Rights" with its official "interpretations" and the "Freedom to Read" statement, and affirms the support of the Tualatin Public Library for these basic policies.

II. Criteria for Selection

The library staff relies upon several sources for assistance in selecting library materials, including book reviews, publishers' catalogs and flyers, professional journals, printed bibliographies, recommendations of other professionals and library patrons, and personal knowledge and expertise.¹ Reviews in professionally recognized periodicals are a primary source for material selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent people in specific subject areas also may be used.

Factors that determine the value of materials to the collection include:

- Demand

Requests and recommendations from patrons are a significant part of the selection process, because they indicate public interest, community relevance, and timeliness of topic.

- Value

Each type of material must be considered in terms of its own excellence, as no single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

¹ Professional journals include, but are not limited to **LIBRARY JOURNAL, SCHOOL LIBRARY JOURNAL, PUBLISHER'S WEEKLY, BOOKLIST AND THE NEW YORK TIMES REVIEW OF BOOKS.**

Other factors influencing the value of materials selected are the current or historical significance of author or subject; current collection objectives, and existing subject coverage.

- Balance

1. Audience for Material: Materials acquired are to service the diverse needs of the community, including children, the elderly, and the physically challenged.
2. Diversity of Viewpoint: Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the community library's ability to serve the people of Tualatin and Washington County.

- Format

The nature of the medium and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

- Regional interest

Materials specifically related to Oregon and the Northwest are especially important to the collection.

- Alternate Access

3. The library avoids needless duplication of costly or specialized materials that may be easily accessed electronically.
4. Materials may be borrowed through interlibrary loan instead of being added to the collection if the material does not meet the selection criteria established in this policy.

- Out of Print Materials

Rare or out of print material will not be purchased unless it is of significant value to the development of the collection.

- Language

The library maintains a collection of Spanish materials for all ages and a few items, primarily for language students, in French, German, and Spanish. The majority of the collection is in English.

- Textbooks will be evaluated and added on a limited basis.

- Cost is always a consideration in selection.

III. General Policies and Considerations

A. Formats

1. Within the facilities available to the library, budget constraints, and other provisions of this policy, materials will not be excluded on the basis of format.
2. In support of our mission, the Tualatin Public Library provides on-line computing, networking, and information resources to patrons and staff.

The library provides its users with access to sources of information in an atmosphere that encourages information sharing and access to a rich collection of services. It subscribes to and supports the Library Bill of Rights and its interpretations, including "Access to Electronic Information Services and Resources: An Interpretation of the Library Bill of Rights."

Selection policies which serve to govern the library's purchase of materials are not applicable to material accessed electronically; however, electronic resources are not exempt from routine Collection Maintenance. The library does not endorse the viewpoints or vouch for the accuracy of information provided, including information obtained through the Internet.

As with all library materials, it remains the responsibility of the patron (or the parent or guardian) to determine what electronic material is appropriate. (See the Internet Use Policy.)

B. Collection Maintenance (Weeding)

A practical, useful collection will be maintained through a continual process of discard and addition. Materials are withdrawn based upon their being outdated, no longer of interest or in demand, unnecessary duplicates or multiple copies, worn, or mutilated. Weeding should be done with the same care, thought, criteria, and judgment as selection.

C. Duplication and Multiple Copies

The library will acquire multiple copies of materials when additional copies are necessary to meet collection development goals.

D. Funding for materials

1. The overwhelming majority of funds expended for materials are budgeted annually through the City of Tualatin and are received from Washington County property taxes.
2. The library solicits and welcomes donations of funds and grants from a variety of sources.

E. Gifts of Materials

The Tualatin Public Library is grateful for unconditional gifts, and its collections have been enriched by contributions from individuals and private collections. In accepting a gift, the library makes the following stipulations:

1. The library reserves the right to decide whether a gift should be added to its collection. The following types of gift materials will not be added to the collection:
 - a. Publications excluded by the collection development policy
 - b. Out-of-date materials not of historical value
 - c. A duplicate of an item already in the library
 - d. Material in poor physical condition
2. The library reserves the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection.
3. When materials are added to the collection, the donor may make no restrictions on the library's use of gift materials. The gift materials will become an integral part of the library collection. Gift items may not be reclaimed.
4. Receipts for materials donated to the library will be provided, but placing a value on the material is the responsibility of the donor.
5. The Library Manager may approve exceptions to this gift policy.

IV. Constitutional Protection

All materials selected under this policy are constitutionally protected under the First Amendment of the United States Constitution and the Oregon State Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron.

V. Collection Review Procedure

A. The Library Advisory Committee recognizes the right of individuals to question materials in the Library collection.

The Library will give serious consideration to each patron's opinion. Material being questioned will remain available to patrons until a decision is made.

B. The Library Advisory Committee of the Tualatin Public Library believes that censorship

is a purely individual matter and declares that while everyone is free to reject for themselves books and/or library material of which they do not approve. Individuals cannot exercise this right of censorship to restrict the freedom of others to read, view, or hear. Parents have the responsibility to guide and direct the reading/viewing/ listening of their own minor children. The library does not stand *in loco parentis* (i.e.: in place of a parent; charged with a parent's right, duties and responsibilities)

C. Any patron questioning materials in the Library collection may ask the Library staff about such materials

and if that patron wishes to express his or her opinion in writing, the following procedures should be followed:

1. Patrons will receive a copy of this "Collection Development Policy" and a "Patron's Opinion" form, with explanation and guidance by a knowledgeable staff member, usually a supervisor or the Manager.
2. If the patron wishes to continue the process, s/he may state his/her opinion in writing on the "Patron's Opinion of Library Material" form. The Patron Opinion form will be sent to the Manager who will refer it to a staff committee for review; the Manager will appoint this committee as needed, but at least annually.
3. Internal review may be initiated by sending a request to the Manager with a written explanation of what action is recommended and why. The Manager will initiate a review process.
4. The committee will give the Manager a recommendation based on the judgment of the members of the committee as to whether the material was appropriately selected and made accessible under this policy. Because of the need to meet individual as well as group preferences, the number of forms or petitions received will not be a factor in reaching a recommendation. The Manager will make the decision and reply to the individual in writing as soon as practical. The Library Board will be informed at the next public meeting.
5. Patrons still wishing to express concerns to the Advisory Committee about materials in the collection may be heard during a regular meeting at a time designated by the Board for public expression.

VI. Policy Implementation, Evaluation, and Revision

The Collection Development Policy of the Tualatin Public Library will be reviewed at least every two years by a staff committee composed of the Library Manager

and Department Supervisors. Revisions will be referred to the Library Advisory Committee for final approval.

ADOPTED APRIL 1, 2003 by the TUALATIN LIBRARY ADVISORY COMMITTEE

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